


**HCD HOMEBUYER ASSISTANCE PROGRAMS
HOMEBUYER PROGRAM GUIDELINES CHECKLIST**

Jurisdiction Name: _____

HCD Contract #: _____

Sample Location	Do the Local Program Guidelines Include the Following Provisions?	Addressed on Which Page #?		
		CalHome	HOME	CDBG
	NOTE: IF NOT BLACKED OUT, PLEASE ADDRESS THE TOPIC IF THE LOCAL PROGRAM USES THE IDENTIFIED HCD PROGRAM'S FUNDS			
1.1	A description of the local program's marketing and outreach process?			
1.1.A	Are local efforts to comply with federal fair housing rules identified? 			
1.2	Is the homebuyer qualification process, including any prequalification or referral processes, described?			
1.2	Homebuyer selection processes. Is selection process described, i.e. lottery or 1st-come, 1st-served?			
1.3.A	A description, including the calculation method, of how the amount of Program assistance ("gap") will be determined for each buyer, not to exceed the maximum subsidy limit.			
1.3.B.	That an Acquisition Notice containing the items listed below be provided to the seller prior to making the purchase offer.			
1.3.B.1)	1. The purchaser has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement; and			
1.3.B.2)	2. An estimate of the fair market value of the property; and			
1.3.B.6)	6. That the property is owner occupied <u>or</u> purchased by existing tenant <u>or</u> vacant 4 months; and			
1.3.B.7)	7. If an acquisition notice will not be provided prior to the purchase offer, a provision that the seller may withdraw from the agreement after this information is provided.			
1.4.B	Provision regarding downpayment, whether one is required or not.			
1.5	Homebuyer education is req'd for first-time buyers.			
1.6	Conflict of interest provision			
1.7	Non-discrimination provision			
2.1	Current income limits for the area, by household size.			
2.2	Income qualification criteria per most recent HCD program-specific guidance.			
2.3	Definition of Eligible Homebuyer.			
2.3	Specifies Program is restricted to households not currently homeowners.			
3.1.A	Allowable location of units, e.g., located within the jurisdiction.			
3.1.B	A description of the types of units allowed, i.e., single-family, duplexes, condominiums, manufactured homes, limits on acreage, etc.			
3.1.C	Specifies that homes must comply with State & local codes and ordinances.			
3.1.D	The requirement for flood insurance for homes in 100 year flood zone.			
3.2.A 4)	A description of the required process to ensure that each unit either: (1) is free of local code-related health and safety deficiencies at time of purchase, or (2) that any work to be completed after purchase will be undertaken in accordance with HCD-approved housing rehabilitation program guidelines. Indicate which, (1) or (2).			
3.2.C.3)				
3.2.B	Home requirement to not commit additional funds to project after first year.			
3.2.C. 1)	Specifies that if the local program also offers rehabilitation, the unit must, prior to initial occupancy and for at least 6 months after purchase, be free from health and safety defects.			
3.2.C. 2)	The unit must then meet the property standards or code no later than 2 years after transfer.			
3.2.C.3)	If Rehabilitation is offered as part of the homebuyer program, check the guidelines against the HCD program's housing rehabilitation guideline checklist. Attach Guidelines and Checklist.			
3.2.E	Lead-based Paint Requirements. The program guidelines either: (1) Exclude from eligibility properties constructed prior to 1978, or (2) include the required federal lead-based paint mitigation procedures.			
3.2.E	Provision for Program grants for lead-based paint issues, if necessary.			
3.3	Anti-displacement & Relocation. A statement that tenant-occupied properties will not be eligible <u>or</u> a relocation plan is included which describes how permanently displaced tenants will be relocated/paid benefits.			
4.0	The Purchase Price Limits of homes at acquisition. (Optional for CDBG); (Cannot exceed appraised value for CalHome).			
5.0	Are buyers req'd to borrow the max. amount from the 1st lender?			
5.1	For Primary (superior) loans, discussion of lender ratios.			
5.2	For Primary loans, discussion of allowable interest rates.			
5.2	Market rate evidenced by Effective Rate + 50 basis points in Federal Housing Finance Board's most recent Monthly Interest Rate Survey for the SF District			

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		CalHome	HOME	CDBG
5.3	For Primary loans, term \geq 30 years unless MH not on permanent foundation.			
5.4	For Primary loans, discussion of impound account requirements.			
6.1	The subsidy limits for the Program. (For Home, by number of bedrooms.)			
6.3	Will only the "gap" be provided by the HCD program loan/grant?			
6.4	For the Program loan, specifies interest rate, if any, and any special terms, in accordance with applicable program requirements.			
6.4	For Program loan, specifies the term of assis. (# yrs) & the pmt. deferral period, if any.			
6.4	For Program loan, is term \geq term of Primary loan?			
6.4	If Program grants are offered, specifies conditions for grant vs. loan.			
6.5	For the Program loan, specifies the allowable loan-to-value ratio.			
7.3	Tenancy - That buyers must occupy the homes as their principal residence.			
7.3.A	For Program loan, causes of acceleration i.e. unauth. sale/ceasing owner-occupation.			
7.3.B	For Program loan, whether or not the loan may be assumed, and by whom.			
	For CalHome, specifies that Program loans shall not be assumed.			
7.4	For Program Loan, allowability and conditions for refinancing the superior loan (subordination).			
9.0	For subordinate loans, specifies that term must be \geq the Program loan term, and payments must be deferred for \geq the Program loan term.			

No.	Guidelines Issues to be Resolved

HCD Use Only

Guidelines Submittal Date: _____

Guidelines Version No. or Revision Date: _____

Guidelines Adoption Date: _____

Approved By: _____

Signed: _____ HCD Approval Date: _____

Name: _____

**HCD HOMEBUYER ASSISTANCE PROGRAMS
GENERIC GUIDELINES CHECKLIST**

Jurisdiction Name: _____ **Contract #:** _____